



EMPLOYMENT OPPORTUNITY

1. RPA #
RPA 035-EMSA
ANALYST'S INITIALS
DATE

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

CLASS TITLE Health Program Specialist I	POSITION NUMBER 312-900-8338-005	TENURE PERMANENT	TIME BASE Full Time	CBID R01
OFFICE OF Emergency Medical Services Division	LOCATION OF POSITION (CITY or COUNTY) Sacramento			MONTHLY SALARY \$4833 TO \$5874
SEND APPLICATION TO:	REPORTING LOCATION OF POSITION 1930 9th Street, Sacramento, CA 95811			
Emergency Medical Services Authority	SHIFT AND WORKING HOURS DAYS - 8 am to 5 pm, Flexible			
1930 9th Street	WORKING DAYS, SCHEDULED DAYS OFF MONDAY through FRIDAY, DAYS OFF: SAT/SUN			
Sacramento, CA 95811	SUPERVISED BY AND CLASS TITLE Bonnie Sinz, HPM II			14. FILE BY 3/30/2009
Attn: Karen DeGuire				

Please indicate the basis of your eligibility in Section 12 of your application (STD 678). SROA/Surplus employees are encouraged to apply. Transfers, reinstatements, or recruitment from the employment list may be considered. Consideration may be given to applicants on another Department's employment list, provided the criteria are met to transfer the eligibility. Applications will be evaluated based on eligibility and desirable qualifications and interviews may be scheduled.

Would you like to have: A challenging position in a department that makes important contributions to the health/safety of Californians? A pleasant, productive working environment with easy access and inexpensive adjacent parking in a department with small office appeal? If so, this may be the position you are looking for!

"Due to the Governor's Executive Order S-16-08 regarding Furloughs, the salary for the above classification will be adjusted to reflect two days furlough effective February 2009"

Under the direction of the EMS Systems Division Chief, the incumbent serves as the Emergency Medical Services (EMS) Data Systems and Quality Improvement (QI) Program Coordinator. This position requires a highly skilled, technical program consultant who coordinates and develops broad EMS policy in consultation with multiple departments. The position requires specific knowledge of emergency medical services, the collection and analysis of EMS, trauma and hospital data and the coordination of EMS Quality Improvement activities

DESIRABLE QUALIFICATIONS

- Knowledge of and/or experience in disaster planning, emergency medical services, public health administration and/or a health/medical background.
- Research experience using statistical analysis from multiple data resources
- Strong written, analytical, interpersonal and oral communications skills,
- Demonstrated ability to act independently, open-mindedness, flexibility and tact.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES REQUIRED TO PERFORM DUTIES:

- Requires appropriate business dress for office environment.
- Requires ability to effectively handle stress and deadlines in a fast-paced work environment.
- Occasional travel locally and statewide, as required for successful job performance.
- Occasional overtime as required for successful job performance.